



UNITED STATES MARINE CORPS
TRAINING COMMAND (C47)
3300 RUSSELL ROAD
QUANTICO, VIRGINIA 22134

TRNGCOMO 3040.1
C47
24 Jan 02

TRAINING COMMAND ORDER 3040.1

From: Commanding General
To: Distribution List

Subj: CASUALTY REPORTING

Ref: (a) MCO P3040.4D
(b) NAVMEDCOMINST 5360.1 (NOTAL)
(c) JAGINST 5800.7C (NOTAL)
(d) MCBO P5800.2 (NOTAL)
(e) DFAS-KC 7220.31-R
(f) MCBO 5740.1A
(g) DoDINST 1300.18

Encl: (1) Casualty Information Report (CIR)
(2) Casualty Action Checklist
(3) Sample Personnel Casualty Reports (PCR's)

1. Purpose. To publish instructions for reporting injuries and deaths of active duty, active duty family members, and civilian government employees.

2. Cancellation. Commanders Policy Letter 1-00.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Information

a. References (a) and (b) contain instructions for reporting all types of casualties involving military personnel, family members, and civilian government employees. References (c) and (d) provide instructions on conducting investigations. Reference (e) provides instructions for closing out pay records for deceased personnel. Strict adherence to those instructions and this Order are mandatory. A message report of death or injury must be released as soon as possible after receipt of all known facts on which to base a report. The 24-hour delay of notification of next of kin (NOK) referred to herein is not intended to imply that any delay is acceptable after receiving reliable information.

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b. The Training Command Adjutant is assigned the overall responsibility for properly implementing casualty reporting procedures. This is not intended to restrict organizational commanders in their handling and control of casualties, but rather to maintain an overall cognizance by the Training Command Commanding General, for complete and concise reporting and record keeping procedures.

c. For casualty reporting purposes, this Order will address only actions required for reporting casualties resulting from death or serious injury/illness, as defined in Chapter 1 of reference (a).

d. During normal working hours, immediate telephonic notification will be made to the office of the Adjutant, Training Command. After normal working hours, immediate telephonic notification will be made to the MCB Quantico Command Duty Officer (CDO), which will be guided by reference (f) when receiving notice of a serious incident. The CDO will ensure the Training Command Chief of Staff is notified by telephone of the incident. The CO of the parent command the SNM is assigned to is responsible for preparing and releasing the written Personnel Casualty Report (PCR), assigning a casualty assistance calls officer (CACO) for the deceased's family, and releasing a Serious Incident Report (SIR) if required.

e. Marines assigned as CACOs should immediately call CMC (MHP-10), the Casualty Branch, for assistance and guidance in the performance of their responsibilities. The Casualty Branch is on duty 24 hours a day, 7 days a week. During normal working hours call (703) 784-9512 or (800) 847-1597. After normal working hours call (703) 695-7366 and ask for the Casualty Assistance Duty Officer. The most recent edition of the CACO procedures is located on the CDOs hard drive and should be read as soon as possible upon being assigned as CACO.

5. Action. When a Marine, other servicemember, foreign service member, family member, or civilian employee, who is a member of this Command or a tenant activity becomes a casualty, as defined in reference (a), the following will be accomplished:

a. In Case of Death

(1) The individual's CO (or supervisor in the case of a civilian employee) will immediately report the casualty, using enclosure (1), to the Training Command Adjutant during working hours (703) 784-0031 or to the CDO after working hours (703) 784-2707.

(2) The Adjutant/CDO will immediately notify the following:

- (a) Chief of Staff, Training Command.
- (b) Aide-De-Camp to the CG Training Command.
- (c) Adjutant, Training and Education Command.
- (d) Public Affairs Officer (PAO) (duty watch).

(e) Head, Civilian Human Resources Office-Quantico (in case of local civilian employees only).

(3) Commanders will utilize enclosures (1) and (2) as a checklist/guide, completing all applicable sections promptly.

(4) It is the responsibility of the individual's commander to prepare and release the appropriate report. Enclosure (3) contains sample PCR's for nonhostile deaths and nonhostile injuries.

(5) Deaths or injuries involving other services will be submitted per paragraph 1003.8 of reference (a).

(6) Deaths or injuries involving civilian personnel, family members, reserves, and other special categories will be submitted per paragraph 1003.6 of reference (a).

b. In Case of Injury/Illness

(1) Reference (g) requires reporting the casualty when:

(a) An attending physician/authority determines the condition to be serious, very serious, critical, or grave; this includes casualties on any "list" of serious or worse;

(b) Sustaining a severe injury such as loss of sight or limb, paralysis, or permanent and unsightly disfigurement of a portion of the body exposed to public view;

(c) Suffering from an incurable, terminal disease. Acquired Immune Deficiency Syndrome (AIDS) is not classified as a terminal disease and should only be reported if condition is as stated in paragraph 5b(1)(a);

(d) Having a diagnosed psychotic condition that requires hospitalization; or

(e) Having made a suicide attempt (not a gesture). Verification by an attending physician is required.

(2) The individual's CO will notify the appropriate authorities (during working hours), as per paragraph 5a(1) above, after confirming illness/injury.

c. Notification of NOK

(1) If NOK Resides in Immediate Vicinity. The individual's CO will make personal notification. The commander may direct a subordinate officer who is closely acquainted with the individual to make the initial notification, but the commander will either accompany the notification officer, or follow as soon as possible thereafter. In the case of death, a chaplain of the same faith as the deceased will accompany the notification officer, if possible. For the purpose of this Order, the immediate vicinity is defined as a 75 mile radius.

(2) In some cases the CG may desire to make the initial condolence call. Therefore, notify the Aide-De-Camp, in order to determine the wishes of the CG.

(3) If the injured individual is physically capable of notifying the NOK telephonically, the CO should ensure this process is used.

(4) If NOK Resides Outside of Immediate Vicinity. The Training Command Adjutant will request casualty notification assistance, per chapter 2 of reference (a).

d. Casualty Assistance Calls Officer (CACO). The CO of the casualty will assign a CACO to assist in performing the required functions necessitated by a casualty. The NOK and other persons listed on the Record of Emergency Data, unless otherwise specified, will be officially notified prior to the PAO releasing the casualty's name. The CO will provide the name and telephone number of the CACO to the Training Command Adjutant.

e. Condolence Letters. The individual's CO will prepare and release the condolence letter within 48 hours of the incident per paragraph 1007 of reference (a). A copy will be forwarded to the Training Command Adjutant for retention.

f. Release of Information. The PAO is the sole authority for release of any information to the news media. The NOK and others listed on the Record of Emergency Data will be officially notified prior to the PAO releasing the casualty's name.

g. Investigations. Death or injury investigations are the responsibility of the casualty's CO and will be conducted per reference (c). These investigations will be submitted to the CG Training Command (C47) within 10 working days.

h. Mass Casualties. Mass casualty procedures are contained in paragraph 1001.7 of reference (a).


R. T. FARMER
Chief of Staff

DISTRIBUTION: A

CASUALTY INFORMATION REPORT (CIR)

1. NAME _____ GRADE _____ SSN _____
2. ORGANIZATION _____
3. TYPE CASUALTY _____
4. CIRCUMSTANCES _____
(DATE) (TIME) (LOCATION)

5. CONDITION _____ PROGNOSIS _____
6. PRESENT LOCATION _____
7. POSITIVE IDENTIFICATION MADE BY _____
8. PRIMARY NOK _____
9. SECONDARY NOK _____
10. LAST RITES GIVEN BY _____
11. PRIMARY NOK NOTIFIED ____ YES ____ NO (IF IN VICINITY)
NOTIFIED BY _____ DATE/TIME _____
12. SECONDARY NOK NOTIFIED ____ YES ____ NO (IF RESIDING IN VICINITY)
NOTIFIED BY _____ DATE/TIME _____
13. OTHER PERSONS INVOLVED (NAME/STATUS/LOCATION) _____

14. CHARGES PENDING _____
15. REPORTED BY (NAME/CAPACITY/TP NR) _____
16. MAILED TO CMC (MHP-10) _____
17. CACO (NAME/GRADE/PHONE#) _____

ENCLOSURE (1)

CASUALTY ACTION CHECKLIST

1. CO's Actions in Death Cases

- a. Immediately telephone the Training Command Adjutant during working hours or the Command Duty Officer (CDO) during nonworking hours with the information required by enclosure (1).
- b. Immediately prepare the Personal Casualty Report (PCR) and release via Naval message.
- c. Ensure positive ID is made as soon as possible. Inform the Training Command Adjutant/CDO when accomplished.
- d. Assign a Casualty Assistance Calls Officer (CACO). The CACO will complete the requirements contained in chapter 2 of MCO P3040.4D.
- e. Notify the next of kin (NOK) if residing in local area and notify the Base Adjutant/CDO of time and date of notification. Do this only after positive ID is made. (See paragraph 5c(1) of the basic Order)
- f. Obtain a complete dress uniform. Everything except shoes is required. Procedures are contained in Figure 2-1 of MCO P3040.4D.
- g. Provide name of body escort to the Training Command Adjutant within 24 hours regarding escort brief. Assist escort in preparing report of escort duties, and forward the report to the Training Command Adjutant within 5 days of termination of escort duties. Assignment of escorts will be per paragraph 3005 of MCO P3040.4D.
- h. In the case of death of an active duty Marine, forward a copy of the PCR to the Finance Officer, Comptroller Division.
- i. If applicable, per paragraph 2004.2 of MCO P3040.4D, forward a completed DD Form 397, Claim Certification and Voucher for Death Gratuity Payment, to the Finance Officer, Comptroller Division. Personally deliver the death gratuity check to the payee and complete the DD Form 397, per chapter 4 of DFAS-KC 7220.31-R. After payment, and upon completion of DD Form 397, return the original DD Form 397 to the Finance Officer, Comptroller Division.

ENCLOSURE (2)

j. Prepare and release a condolence letter within 48 hours and forward a copy to the Training Command Adjutant for retention. Ensure a copy is enclosed in the OQR/SRB prior to forwarding closed out records to the CMC (MHP-10).

k. Close out the OQR/SRB of the deceased and forward to the CMC (MHP-10) within 2 working days.

l. Inventory personal effects/household goods per paragraphs 2004.8 and 3006 of MCO P3040.4D.

m. Coordinate local memorial services and related matters with the Chaplain, as required.

n. Conduct an investigation per MCO P3040.4 and MCBO P5800.2, and submit the report to the CG MCB (B 052), as required within 10 working days.

ENCLOSURE (2)

TRNGCOMO 3040.1
24 Jan 02

SAMPLE PERSONNEL CASUALTY REPORTS (PCR'S)

NONBATTLE DEATH
REF: MCO P3040.4

IMMEDIATE

O 082000Z OCT 00 ZYB

FM CO MARDET FT SILL OK//ADJ//

TO CMC WASHINGTON DC//MHP-10//

BUMED WASHINGTON DC//33//

MEDDEN AFFAIRS GREAT LAKES IL//02C//

TWELFTH MCD SAN DIEGO CA//ADJ//

INFO CG TRNGCOM QUANTICO VA//ADJ//

CG TECOM QUANTICO VA//ADJ//

CG MCCDC QUANTICO VA//ADJ//

NAV HOSP FT SILL OK//

COMNAVSAFECEN NORFOLK VA//047//

CMC WASHINGTON DC//SD//

DFAS-KANSAS CITY CENTER KANSAS CITY MO//FJJS//

NAVMEDINFOMGMTTCEN BETHESDA MD//04//

NAV JAG WASHINGTON DC//33//

SECNAV WASHINGTON DC//JJJ//

SECNAV WASHINGTON DC//WHLO//

FHTNC NORFOLK VA//

ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//AFIP-CME//

60SVS TRAVIS AFB CA//SVD//

CG MARFORRES//ADJ//

MSGIS/GENADMIN//S-1//

UNCLAS//NO3040//

SUBJ/PCR(MC-3040-02)NONBATTLE DEATH//

POC/I. M. ADJUTANT/2NDLT/ADJ/DSN 555-1212//

RMKS/1. LCPL JOHN E. DOE SSN/MOS/USMC/M

2. NONHOSTILE/DECEASED

3. MULTIPLE TRAUMATIC INJURIES, AUTOPSY TO BE PERFORMED

4. 1230, 001026, NAVAL HOSPITAL FT SILL OK/LT BROWN/DSN 555-1212

5. 1200, 001026, FT SILL OK

6. SNM WAS PASSENGER IN CH-46 THAT CRASHED DURING A TRAINING EXERCISE.
SPECIFIC CIRCUMSTANCES ARE UNDER INVESTIGATION

7. MARDET, FT SILL OK/SSGT B. E. WARE/DSN 555-1212

8. NAV HOSP, FT SILL OK/REMAINS RECOVERED, NOT IDENTIFIED/LT SCOTT/DSN
555-1212

9. YES/UNIT/2NDLT I. M. ADJUTANT/DSN 555-1212

10. MARINE, KAREN J. 1111 GUNTREE ROAD, FT SILL OK 12345, (123) 456-7890,
SPOUSE

<CONTINUED>

ENCLOSURE (3)

11. MARINE, FRANK L. AND WANDA A., 4444 REDROCK ST., SAN DIEGO, CA 92161,
(123) 456-7890, PARENTS
12. YES/1500/001027/2NDLT I. M. ADJUTANT/DSN 555-1212
13. FOUR MARINES INVOLVED IN INCIDENT; NO SURVIVORS
14. 751212
15. 2300/NA/NA
16. CATHOLIC
17. CG 05, MU, SD, NC, SERVICE STRIPES/4
18. 001001
19. SPOUSE (SEE LINE 10)
20. FATHER (SEE LINE 11)
21. YES
22. 001001/MARINE, KAREN J./NA
23. MARRIED
24. 460123/SAN DIEGO, CA
25. WHITE
26. 460101/MEPS, SAN DIEGO CA
27. NO PRIOR SERVICE
28. SAN DIEGO CA
BT

>>>NOTE: THIS IS A SAMPLE OF A NONHOSTILE DEATH PCR. THIS IS A PCR OF A
MARINE ON ACTIVE DUTY, STATIONED AT FORT SILL, OK. THE PLA'S THAT ARE IN
BOLD TEXT WILL ALWAYS BE INCLUDED IN PCR'S FROM UNITS WITHIN TRAINING
COMMAND. THE PLA'S THAT ARE NOT IN BOLD TEXT WILL VARY DEPENDING ON THE
LOCATION OF THE UNIT AND THE CIRCUMSTANCES OF THE INCIDENT.

ENCLOSURE (3)

TRNGCOMO 3040.1
24 Jan 02

NONBATTLE INJURIES
REF: MCO P3040.4

IMMEDIATE

O 16100Z OCT 00

FM CO MARDET PENSACOLA FL//
TO CMC WASHINGTON DC//MHP-10//
BUMED WASHINGTON DC//33//
MEDDEN AFFAIRS GREAT LAKES IL//02C//
FOURTH MCD PHILADELPHIA PA//ADJ//
INFO CG TRNGCOM QUANTICO VA//ADJ//
CG TECOM QUANTICO VA//ADJ//
CG MCCDC QUANTICO VA//ADJ//
NAV HOSP FT SILL OK//
COMNAVSAFECEN NORFOLK VA//047//
CMC WASHINGTON DC//SD//

MSGIS/GENADMIN//S-1//

UNCLAS//NO3040//

SUBJ/PCR(MC-3040-02)//

POC/I. M. ADJUTANT/2NDLT/ADJ/DSN 555-1212//

RMKS/1. CAPT JOE E. BLOW SSN/MOS/USMC/M

2. NONHOSTILE/VSI

3. MULTIPLE INFLICTED WOUNDS

4. VERY SERIOUS/DEATH UNPROBABLE

5. 2340, 001026, 10 MILES SOUTH OF WASHINGTON DC

6. SNO WAS TRAVELING SOUTH ON I-95 WHEN HE LOST CONTROL OF HIS VEHICLE. SNO'S VEHICLE LEFT THE ROAD, HIT A TREE, AND CAME TO REST IN A DITCH. IT IS BELIEVED THAT THE SNO LOST CONTROL OF HIS VEHICLE DUE TO A BLOWN TIRE. SNO WAS TRANSPORTED TO NAVAL HOSPITAL IN QUANTICO VA

7. S-1, MARDET PENSACOLA FL/CAPT SMITH//DSN 555-1212

8. NAV HOSP, MARDET PENSACOLA FL/LT SCOTT/DSN 555-1212

9. YES/PRINCE WILLIAM POLICE DEPT/POLICE SGT BROWN/(703) 555-1212

10. BLOW, JOSEPH F AND MARY, 1111 GUNTREE ROAD, PHILADELPHIA, PA, (123) 456-7890, PARENTS

11. NA

12. YES

13. SNO REQUESTS PRESENTS OF PARENTS, WOUNDS VERY SERIOUS//

BT

>>>NOTE: THIS IS A SAMPLE OF A NONHOSTILE INJURY/ILLNESS PCR. THIS IS FOR AN ACTIVE DUTY MARINE THAT WAS INJURED IN AN AUTOMOBILE ACCIDENT. THE PLA'S IN BOLD TEXT WILL ALWAYS BE INCLUDED IN PCR'S FROM UNITS WITHIN TRAINING COMMAND. THE PLA'S THAT ARE NOT IN BOLD TEXT WILL VARY DEPENDING ON THE LOCATION OF THE UNIT AND THE CIRCUMSTANCES OF THE INCIDENT.

ENCLOSURE (3)